

Chapter 4
Article 35 — Computer Room Construction
Effective July 28, 2010

47080.1 Policy

Approval by the State Office of the Chief Information Officer (OCIO) is required prior to the expansion, modification, or new construction of any computer room space or site. This policy defines exemptions in cases of emergency and for construction/modifications at California Department of Corrections and Rehabilitation (CDCR) adult and juvenile institutions.

47080.2 Purpose

The purpose of this article is to support the Global Warming Solutions Act (AB32 – 2005-2006 Session), which requires that by 2020, California’s greenhouse gas emissions be reduced to 1990 levels, a roughly 25% reduction under business as usual estimates. It also supports Government Code 11545(b) (3), which calls for “minimizing overlap, redundancy, and cost in state operations by promoting the efficient and effective use of information technology.”

47080.3 Definitions

For purposes of this policy, the following definitions are used.

- Computer room: any space that houses computer operations. Such computer operations could utilize mainframes, servers, or any computer resource functioning as a server.
- CRUISE: “Customer Requests: Upgraded Information Sharing Environment,” the online system used by agencies to request services from the Department of General Services (DGS) Real Estate Services Division.
- Emergency: a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
- Enhancement: a change that increases the capacity of a computer room physical plant, including electrical, cooling, and heat recovery capacities.
- Expansion: an enlargement of a computer room which increases the floor space for additional servers and/or server racks. An expansion may or may not require an enhancement of the site’s electrical, cooling, or heat recovery capacities.
- Information Technology (IT) activities: IT facility preparation, operation and maintenance.
- Modification: a change to a computer room structure and configuration that does not increase the floor space. A modification may or may not include an enhancement of the site’s electrical, cooling, or heat recovery capacities.
- Site evaluation: evaluation of request for computer room construction at a particular site.
- Third-party energy assessment: an energy assessment performed by an entity outside of the department, such as a utility company or private vendor.

47080.4 Responsibilities

All requests for computer room construction, expansion, or modification require that a site evaluation be conducted by Enterprise Information Services (EIS) prior to submission to the OCIO for review/approval.

47080.5 Facilities Management Division

As the request initiator, Facilities Management Division:

- Prepares an IT Facilities/Space Construction Review form (OCIO 002) to request construction, expansion or modification of any computer room space or site.
- Requests that a site evaluation be conducted by EIS prior to the initiation of a CRUISE request to DGS.
- Prepares CRUISE requests and submits them to DGS.

47080.6 Enterprise Information Services

EIS is responsible for the following:

- Finalizes the form OCIO 002.
- Completes the site evaluation.
- Obtains the authorized approving signature from the Agency Secretary or official designee.
- Describes and justifies proposed computer room construction, expansion, or modification in CDCR's annual Agency Consolidation Plan.
- Provides the OCIO with notification of computer room repairs that were required as a result of an emergency.
- Submits the form OCIO 002 to the OCIO for review/approval.
- Acts as the single point of contact with the OCIO.
- Communicates requests for third-party energy assessments with the program area if required by the OCIO.

47080.7 Office of the Chief Information Officer

The OCIO:

- Reviews and approves requests for:
 - Construction of any new computer room space or site.
 - Expansion and/or modification of any existing computer room.
- Determines whether or not a third-party energy assessment is necessary prior to electrical, cooling, or heating recovery system enhancements to computer rooms. The energy assessment will include at a minimum:
 - Cooling: environmental assessment, air handling, cooling plant optimization, right-sizing assessment, heat recovery.
 - Electrical: Uninterruptable Power Supply (UPS) and transformer efficiency, high voltage distribution, standby generation, right-sizing assessment, redundancy, on-site generation.
 - IT efficiency: power supplies, use of standby/sleep mode, equipment fans, virtualization, load shifting.
- Notifies the CDCR and the DGS of approval/denial of request.
- Provides written authorization prior to a CRUISE request's transmittal to DGS, or any other site design activities conducted through another design entity.
- Provides approval prior to the purchasing of facility equipment, including, but not limited to, power distribution and cooling equipment.

OCIO approval under this policy is required even if the proposed construction is related to an IT project with an approved Feasibility Study Report or Special Project Report, or to construction associated with equipment refresh or replacement.

47080.8 Exemptions

Computer room repairs that are required as a result of an emergency do not require prior OCIO approval. Emergency repairs may be completed with concurrent notification to the OCIO. Emergency expenditures which exceed \$25,000 require prior approval from the Department of Finance.

Construction or modification of computer rooms at CDCR institutions is exempt from this policy. This exemption includes, but is not limited to, modifications and/or construction of computer rooms, telecom rooms, and all related IT support equipment at all adult and juvenile institutions.

47080.9 Revisions

The Assistant Secretary EIS, or his/her designee, shall be responsible for ensuring that the contents of this Article are kept current and accurate.

47080.10 References

SAM 4819.2

AB32 (2005-2006 Session)

GC 11545(b)(3)

IT Policy Letter 09-04

PCC 1102

SAM 6560

SIMM Section 18